

Office of Policy and Plans

Office Work Instruction

Aeronautics and Space Report of the President

Approved by Lori B. Garver Associate Administrator Office of Policy and Plans

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled) Baseline	Document Revision	Effective Date 12/10/99	<u>Description</u>
Canceled	Baseline	4/24/02	Administrative Update to change responsible organization from Code Z to Code I. Action taken as a result of the July 10, 2001 memo from Administrator Dan Goldin to redistribute Code Z functions to other offices at HQS. Authorization made via email on 4/24/02 from Code I/Lynn Cline to transfer this OWI to her organization. (This OWI use to be Z007.)

1. Purpose

The purpose of this procedure is to comply with the National Aeronautics and Space Act of 1958 (as amended) requirement that the President submit annually to the Congress a comprehensive report of the U.S. Government's aeronautics and space activities during the preceding fiscal year. By agreement with the Office of Management and Budget, NASA has performed this function on behalf of the President since 1960.

2. Scope and Applicability

2.1 This OWI covers the compilation and publication by NASA of the annual Aeronautics and Space Report of the President, which is performed in The Office of Policy and Plans (Code Z). This OWI also applies to NASA Enterprises, which contribute to the report.

3. Definitions

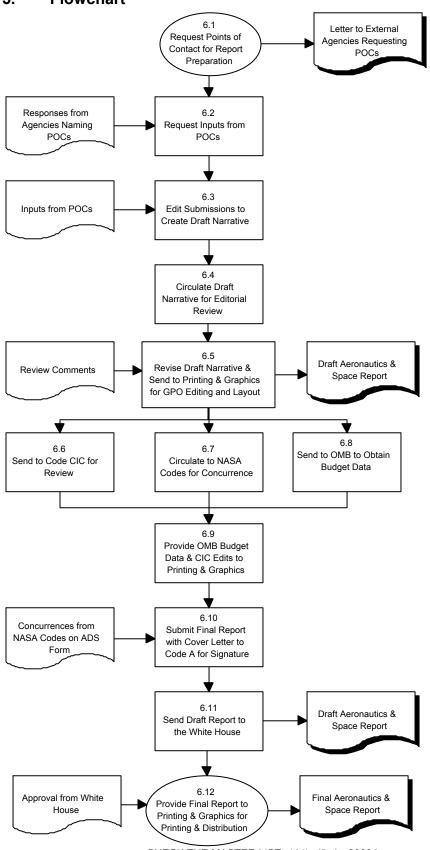
- 3.1 <u>Aeronautics and Space Report of the President.</u> A comprehensive description, submitted annually by the President to the Congress and concurrently published by NASA, of the programmed activities and the accomplishments of all agencies of the United States in the field of aeronautics and space activities during the preceding calendar year, as well as an evaluation of such activities and accomplishments in terms of the attainment of, or the failure to attain, the objectives described in section 102(d) of the National Aeronautics and Space Act of 1958, as amended.
- 3.2 <u>FRC</u>. Federal Records Center, a unit of the National Archives and Records Administration.
- 3.3 NARA. National Archives and Records Administration.
- 3.4 OMB. Office of Management and Budget, a unit of the Executive Office of the President.
- 3.5 <u>OSTP.</u> Office of Science and Technology Policy, a unit of the Executive Office of the President.

4. References

4.1 42 U.S.C. 2473, National Aeronautics and Space Act of 1958, As Amended; Sect. 206 (a).

NHB 1101.3, Sect. 425. 4.2

5. Flowchart



6. Procedure

Step	Actionee	Action		
6.1	Policy Analyst	Requests points of contact (POCs) from participating NASA		
		offices and outside Federal agencies having aeronautics and		
		space activities. Sends letters to external agencies.		
6.2	Policy Analyst	Requests written input from points of contact.		
6.3	Policy Analyst	Once input is received, edits inputs for consistency in editorial		
		style and basic content.		
6.4	Policy Analyst	Circulates draft narrative to all contributors for review and gets		
		agreement on changes from relevant points of contact.		
6.5 Policy Analyst Sends narrative		Sends narrative to Headquarters Printing and Design Branch		
		(Code CFP). The editor there will edit according to Government		
		Printing Office style and the graphic artist will lay out the report,		
		with a place holder for the budget data in the appendices.		
6.6	Policy Analyst	Sends draft report to the Administrator's Correspondence Unit		
		(Code CIC) for final copy editing according to NASA		
		correspondence style.		
6.7	Policy Analyst	Sends Action Document Summary (ADS) with a copy of the laid-		
		out report, as well as the draft cover letter from the Administrator		
		to the President, to each relevant Associate Administrator asking		
		for his or her concurrence on the report. On each ADS, mentions		
		the name of the relevant point of contact for each code so that		
		each code's correspondence control person may check directly		
	D !: A ! (with that person.		
6.8	Policy Analyst	Sends draft report to the Office of Management and Budget		
		(OMB) and requests relevant budget data for the previous fiscal		
6.0	Drinting and Decign	When hudget data arrives from OMP, adds to laid out report		
6.9	Printing and Design Branch	When budget data arrives from OMB, adds to laid-out report.		
6.10	Policy Analyst	Collects all the relevant ADS concurrences and asks Code CIC to		
0.10	1 Olicy Allalyst	get the Administrator's signature on the cover letter to the		
		president.		
6.11	Policy Analyst	Sends the signed letter along with 10 copies of the report to the		
0.11	1 Siloy / tildiyst	White House Executive Clerk's Office.		
6.12	Policy Analyst	Once the White House gives approval, gives the report and its		
0.12	. Slidy / tildiyot	distribution list to the printing specialist to have the report and its		
		and distributed.		
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7. **Quality Records**

Record Identification	Owner	Location	Record Media: Electron ic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Information request letter	Policy Analyst	History Office	Hard Copy	1.28	Destroy when 5 years old.
Draft Report	Policy Analyst	History Office	Hard Copy	1.28	Permanent; may retire to FRC when 2 years old; transfer to NARA when 15 years old.
Approved Report with Administrat	Policy Analyst	History Office	Hard Copy	1.28	Permanent; may retire to FRC when 2 years old; transfer to NARA when 15 years old.

APPENDIX: [None]